

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

Employee Name	<u>Thayer, Paul</u>
Expense Dates	<u>09/07/10-10/12/10</u>
Total Expense Amount	<u>1049.46</u>
Amount Due Employee	<u>674.39</u>
Form ID	<u>TEA000724978</u>

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	09/07	Lodging	109.73	
2)	09/07	Parking, Auto	18.00	
3)	09/08	Parking, Auto	14.00	
4)	09/08	Parking, Auto	6.00	
5)	09/08	Conference Fees	150.00	
6)	09/24	Parking, Auto	1.00	
7)	09/29	Parking, Auto	3.75	Employee used quarters for street meters.
8)	09/30	Gasoline	16.41	Employee lost receipt.
9)	09/30	Parking, Auto	9.00	
10)	10/01	Parking, Auto	4.50	
11)	10/06	Parking, Auto	15.00	
12)	10/12	Parking, Auto	18.00	

2. Forward Transmittal Sheet and attached documentation through your approval process.

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	94:115	Automated Audits have not been applied to Conference Fees expense; approvers should review.	
2)	ER Department Policy 6.0	Additional Approver Required. Use 'Add Approver' button on the Submission Tab to route the form to an additional approver.	
3)	126:19	A receipt is required for the Parking, Auto expense on 09/29/10.	

**Travel & Expense Account
Transmittal Sheet**

I have reviewed the following documents.

**Approved
by:**

original signed by David Brown

David W Brown

Travel & Expense Account Summary

Employee Name Paul Thayer
Expense Dates 09/07/10-10/12/10
Report Name 2010/09-10/Travel for PDT

Request Total \$ 1049.46
Direct Charge Total - 375.07
Travel Advances - 0.00
Net Due Employee = **674.39**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Port of SF Mtg	123.00
Regular Travel	Goleta Trip	423.48
Non-Travel Expenses	Misc Meetings	45.25
Regular Travel	SF Trip	457.73

NOTE: (d)=Direct Charge

DATE	Tue Sep 7	Wed Sep 8	Wed Sep 8							TOTAL
Mileage, Personal Auto	47.50	4.00	47.50							99.00
Bridge Tolls	6.00	5.00								11.00
Lodging	109.73									109.73
Lunch	10.00	10.00								20.00
Parking, Auto	18.00	14.00	6.00							38.00
Dinner	18.00									18.00
Breakfast		6.00								6.00
Conference Fees		150.00								150.00
Incidentals		6.00								6.00
TOTALS \$	209.23	195.00	53.50							457.73

DATE	Fri Sep 24	Wed Sep 29	Fri Oct 1	Wed Oct 6						TOTAL
Parking, Auto	1.00	3.75	4.50	15.00						24.25
Mileage, Personal Auto		6.50	7.00	7.50						21.00
TOTALS \$	1.00	10.25	11.50	22.50						45.25

Travel & Expense Account Summary

DATE	Thu Sep 30									TOTAL
Commercial Air Fare (d)	323.40									323.40
Dinner	18.00									18.00
Mileage, Personal Auto	5.00									5.00
Auto Rental (d)	51.67									51.67
Gasoline	16.41									16.41
Parking, Auto	9.00									9.00
TOTALS \$	423.48									423.48

DATE	Tue Oct 12	Tue Oct 12								TOTAL
Mileage, Personal Auto	96.00									96.00
Bridge Tolls	4.00	5.00								9.00
Parking, Auto	18.00									18.00
TOTALS \$	118.00	5.00								123.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	SF Trip	09/07/10	Mileage, Personal Auto	47.50	Cash
Regular Travel	SF Trip	09/07/10	Bridge Tolls	6.00	Cash
Regular Travel	SF Trip	09/07/10	Lodging	109.73	Corporate Card
Regular Travel	SF Trip	09/07/10	Lunch	10.00	Cash
Regular Travel	SF Trip	09/07/10	Parking, Auto	18.00	Corporate Card
Regular Travel	SF Trip	09/07/10	Dinner	18.00	Cash
Regular Travel	SF Trip	09/08/10	Breakfast	6.00	Cash
Regular Travel	SF Trip	09/08/10	Parking, Auto	14.00	Corporate Card
Regular Travel	SF Trip	09/08/10	Mileage, Personal Auto	4.00	Cash
Regular Travel	SF Trip	09/08/10	Parking, Auto	6.00	Corporate Card
Regular Travel	SF Trip	09/08/10	Lunch	10.00	Cash
Regular Travel	SF Trip	09/08/10	Conference Fees	150.00	Corporate Card
Regular Travel	SF Trip	09/08/10	Bridge Tolls	5.00	Corporate Card
Regular Travel	SF Trip	09/08/10	Mileage, Personal Auto	47.50	Cash
Regular Travel	SF Trip	09/08/10	Incidentals	6.00	Cash
Non-Travel Expenses	Misc Meetings	09/24/10	Parking, Auto	1.00	Cash
Non-Travel Expenses	Misc Meetings	09/29/10	Parking, Auto	3.75	Cash
Non-Travel Expenses	Misc Meetings	09/29/10	Mileage, Personal Auto	6.50	Cash
Regular Travel	Goleta Trip	09/30/10	Commercial Air Fare	323.40	Direct Charge
Regular Travel	Goleta Trip	09/30/10	Dinner	18.00	Cash
Regular Travel	Goleta Trip	09/30/10	Mileage, Personal Auto	5.00	Cash
Regular Travel	Goleta Trip	09/30/10	Auto Rental	51.67	Direct Charge
Regular Travel	Goleta Trip	09/30/10	Gasoline	16.41	Corporate Card
Regular Travel	Goleta Trip	09/30/10	Parking, Auto	9.00	Corporate Card
Non-Travel Expenses	Misc Meetings	10/01/10	Parking, Auto	4.50	Corporate Card
Non-Travel Expenses	Misc Meetings	10/01/10	Mileage, Personal Auto	7.00	Cash
Non-Travel Expenses	Misc Meetings	10/06/10	Parking, Auto	15.00	Corporate Card
Non-Travel Expenses	Misc Meetings	10/06/10	Mileage, Personal Auto	7.50	Cash
Regular Travel	Port of SF Mtg	10/12/10	Mileage, Personal Auto	96.00	Cash
Regular Travel	Port of SF Mtg	10/12/10	Bridge Tolls	4.00	Cash
Regular Travel	Port of SF Mtg	10/12/10	Parking, Auto	18.00	Corporate Card
Regular Travel	Port of SF Mtg	10/12/10	Bridge Tolls	5.00	Cash

Travel & Expense Account Summary & Detail

Comments

Subject	Comment
Meeting & Parking Info	9/7: Attended the Ocean Protection Council Meeting; 9/8 Attended the World Ocean Conference but had to step away to also attend a meeting with City of San Francisco re: America's Cup-AC34 then returned to give presentation at World Ocean Conference.
Conference Fees on 09/08/10 for 150.00	No budget was in place at time of registration so employee paid for conference on personal credit card.
Purpose 9/24/10	Dept of Finance called an urgent meeting re: budget issues that required employee to attend.
Purpose of 9/29/10	Attend Owens Lake Planning Process Meeting.
Purpose: 10/1/10	Attend meeting with Lt. Governor's staff re: SLC Resolution and Secliff Beach Colony Homeowners Assoc.
Purpose: 10-6-10	Attend Natural Resources Agency - Future of Natural Resources Management Conference.